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| **SECTION 1: APPLICANT’S DETAILS** |
| Employee Name | Lal Nazar |
| Designation | UCPO  |
| CNIC No. | 21203-8414810-5 |
| District/UC | Khyber /Tirah Bazar A |
| Leave application date | 17/07/2019 |

|  |  |
| --- | --- |
|  | **SECTION 2: DETAILS OF LEAVE** |
|   |  | Reason of Leave Applied for (Tick in appropriate box) |
|   |   |  | Hajj |  |  |  |  | Umrah/Ziarat |
|  |  |
|   |   |  | Chillah, Tableegh, Ehtikaf |  |  |  |  | Christmas, Diwali |
|  |  |
|   | \_  |  | Study/Exams |  |  |  |  | Maternity |
|  |  |
|   |   |  | Family Wedding |  |  |  |  | Self-Wedding |
|  |  |
|   |   |  | Immediate Family Death |  |  |  |  | Self-Sick Leave |
|  |  |
|   |   |  | Immediate Family-Sick Leave |  |  |  |  | Accident/Sickness-while at work |
|  |  |
|   |   |  | Accident/Sickness-while not at work |  | ● |  |  | Emergency Leave |
|  |  |
|   |   |  | Vacations |  |  |  |  | Others |
|  |  |
|  | Number of Days Leave Applied for. 03 |
| Leave start date.17/07/2019 |  | Leave end date.19/07/2019 |
|  | OIC Name and designation: |
|  |
|  |
|  |
| UCPO signature: |  | Date:\_\_\_\_17/07/2019\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PEO endorsement:\_\_\_\_Dr Misal Khan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date 17/7/2019 |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For more than Two weeks |  | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CTC Remarks, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Leaves during campaign days are NOT allowed**